



RIO GRANDE BOTANIC GARDEN VOLUNTEER GARDENER JOB DESCRIPTION 2006

GENERAL PURPOSE

The objective of the volunteer gardeners, called Horticultural Volunteers, is to assist the Albuquerque BioPark horticulture staff with routine garden maintenance and special plant projects primarily at the Rio Grande Botanic Garden, but also at the Albuquerque Aquarium and the Rio Grande Zoo.

GENERAL REQUIREMENTS

Anyone over the age of 16 years old is eligible. Abilities needed to become a successful Horticultural Volunteer include enthusiasm for gardening, the ability to lift 20 pounds, the ability to stoop and bend and tolerate local weather. No gardening knowledge is required! As a safety precaution, all volunteers are required to submit to a security check before they can begin volunteering.

MINIMUM TIME COMMITMENT

Horticulture Volunteers work a minimum 2-hour shift on weekdays between the hours of 8:30am and 4:30pm (these times vary from season to season). A regular weekly schedule is highly encouraged. A minimum total of 36 hours annually is requested in order to receive recognition. Volunteers are responsible for tracking their own hours.

DUTIES

Horticulture Volunteers, also playfully known as "Dirt Devils", perform a variety of duties, depending on their schedules and interests. General duties include, but are not limited to: weeding, watering, dead-heading, sweeping, planting, potting, plant removal, pollinating, seed sowing and pruning. Tools, which are provided, include shovels, leaf rakes, garden rakes, trowels, pruners and pitchforks. Volunteers will not use power tools or chemicals. Volunteers are encouraged to bring their own gardening or work gloves; volunteers are also welcome to bring their own tools.

TRAINING

The Botanic Garden Education Coordinator will give a brief orientation on volunteering at the BioPark. On-the-job training is done by the horticulture staff.

SUPPORT

Staff are available to assist with information. A Botanic Garden Education Library is available to view and check out books. Volunteers are invited to attend monthly Brown Bag Seminars. Monthly Botanic Garden education meetings are held on the first Thursday and first Saturday of each month at 11:00 in the Aquarium/Garden Education building. Horticultural Volunteers are welcome to attend, but attendance is not required. Current BioPark happenings are discussed as well as Botanic Garden Education information and input from volunteers is solicited. A monthly update is also sent to all permanent BioPark Education Volunteers. Information on current happenings (special daily events, policy changes, exhibit updates, etc.) is available in the Volunteer Communication Room at the Aquarium/Garden Education Building.

**TANGIBLE
BENEFITS**

Upon completion of training and a commitment to give 36 hours to the Rio Grande Botanic Garden, volunteers are given an identification badge, which allows free regular admission to the BioPark. While on duty, volunteers receive a discount at the Aquarium/Garden food and gift concession stands. Volunteers are offered discounts on all fee-based Botanic Garden Education programs and plant sales.

UNIFORM

Horticulture Volunteers wear attire appropriate for gardening and seasonal outside work. Pants (can be jeans) or shorts (hiking or walking, but no cutoffs), and tee shirts are acceptable. Clothing must be clean and not ripped. Closed-toe shoes are mandatory (no sandals). Wearing of hats, sun block and work gloves is also suggested.

SCHEDULING

In order to use the volunteer gardener's time most efficiently and assist the staff most completely, Horticulture Volunteers are asked to schedule themselves in advance. Horticulture Volunteers will need to inform horticulture staff when they will be volunteering. Volunteer schedules are maintained in the AQ/BG Ed. Bldg. To help track the schedule, volunteer gardeners are asked to initial when reporting to work. The schedules are made available to the garden/horticulture staff for their planning and organizing purposes. If volunteers are working at the Zoo, and prefer not to come to the AQ/BG Ed. Bldg., they can call the AQ/BG Education Coordinator, at 848-7172 so she can initial their shift for them and do future scheduling.

ORGANIZATION

Horticulture Volunteers report to the Master Gardeners and to the Rio Grande Botanic Garden Curators. The Master Gardeners report to the Curators/Horticulturist. They in turn report to the Botanic Garden Manager. The Education Department maintains the schedules and records of the Horticulture Volunteers and provides support, recognition and an additional communications mechanism.

CONTACT

For more information, contact BioPark Education at 764-6245.
Albuquerque Biological Park Education
2601 Central Ave NW
Albuquerque NM 87104

**RIO GRANDE BOTANIC GARDEN
VOLUNTEER GARDENER 2005
VOLUNTEER JOB APPLICATION**



Today's Date: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Day Phone: _____ Evening Phone: _____ Email: _____

Are you over 18 years old ____ Yes ____ No If under 18, how old? _____

In case of emergency:

_____	_____	_____
Name	Phone Number	Relationship

How did you find out about becoming a Volunteer Gardener?

How much time do you anticipate you can volunteer per week/month?

Why do you want to be a Volunteer Gardener? (This is important to us so that we can meet your expectations).

Please Sign Back

**RIO GRANDE BOTANIC GARDEN
VOLUNTEER GARDNER
VOLUNTEER CONTRACT/RELEASE**

I have read the Rio Grande Botanic Garden Volunteer Gardner job description, and understand the responsibilities of becoming an Albuquerque Biological Park Horticultural Volunteer. I am willing to enter into an agreement with the City of Albuquerque, Albuquerque Biological Park, and commit to donating at least 36 hours of my time to the Rio Grande Botanic Garden. In return, I will be given on-the-job training and free access to the Albuquerque Aquarium/Rio Grande Botanic Garden/Rio Grande Zoo while I am an **active** Volunteer Gardner.

I agree that I shall be responsible for any injuries or damage incurred by me while performing volunteer services at the Albuquerque Biological Park. The City will, however, be responsible if I am injured and the injury is caused by the sole negligence of the City or its employees. I agree that I will consult with my physician and insure that any inoculations recommended are maintained in a current status.

I understand that the City will hold me responsible for any damage to property of the City or property belonging to third parties if the damage is caused by my negligent conduct. Likewise, I understand that the City will hold me responsible for all injuries sustained by persons when the injury is caused by negligent conduct. I understand and agree that I shall be expected to pay for damages or injuries caused by my negligence.

I understand that this volunteer contract may be terminated at any time by either myself or the Albuquerque Biological Park without cause by giving at least 3 days notice. In such event, any programs and educational materials that I have developed will remain the property of the Albuquerque Biological Park.

RIO GRANDE BOTANIC GARDEN VOLUNTEER GARDNER

Printed Name

Address

City

State

Zip

Signature

Date

Mail application, contract/release and background check forms to:
Albuquerque BioPark Education
Cathy Wylie
90310th Street SW
Albuquerque NM 87102

OFFICE USE: NMSO PASS / NO PASS _____Date _____Initials